

# COMMISSIONED OFFICER APPOINTMENT FROM ACTIVE DUTY CHECKLIST

(In Person Board Not Required)

Reference(s): NGR 600-100 (NGR), Federal Recognition and Related Personnel Actions, Chapter 2, dtd 940415.

- \_\_\_\_\_ NGB Form 62E, Application for Federal Recognition
- \_\_\_\_\_ Officer Record Brief and Military Biography
- \_\_\_\_\_ Military Education. (DA Form 1059)
- \_\_\_\_\_ Civilian Education. (Official Transcript, Cannot accept if issued to student)
- \_\_\_\_\_ Army Physical Fitness Test. (DA Form 705 current within 12 months)
- \_\_\_\_\_ Certificate of Release or discharge from Active Duty (DD Form 214/DD 215)
- \_\_\_\_\_ DA Form 5690-R, Reserve Components Career Counselor Interview Record
- \_\_\_\_\_ Evaluation Reports (DA Form 2166-8/DA Form 67-9 last five years (no gaps), Approved Non-Rated Memos, DA Form 1059 (AER) Sequential, profiled/labeled.
- \_\_\_\_\_ Citizenship Verification (Legible Certificate of Birth/Naturalization and SS Card)
- \_\_\_\_\_ Department of the Army (DA) Official Photograph. (Hardcopy) Must have a photograph taken within 60 days of a major change in physical and/or uniform appearance, such as a change in weight (gain or loss), receipt of awards (ARCOM & above), qualification badges and grade changes or every 5<sup>th</sup> year - whichever occurs first.
- \_\_\_\_\_ Copies of Orders for Awards and Decorations
- \_\_\_\_\_ Form W4 Employee Tax Withholding
- \_\_\_\_\_ SGLV 8286 SGLI Election (Current Form witnessed and signed)
- \_\_\_\_\_ DD Form 2058 State of Legal Residence
- \_\_\_\_\_ SF 1199A Direct Deposit Authorization (Voided Blank Check acceptable if 1199A is not signed by Financial Institution)
- \_\_\_\_\_ DD Form 93 Record of Emergency Data (Current Form Witnessed and signed)
- \_\_\_\_\_ DA 5960, Authorization to Start, Stop, or Change BAQ and/or VHA